

# UW Pediatrics

CLINICAL CARE • EDUCATION • RESEARCH • ADVOCACY

## Department of Pediatrics New Employee Checklist

**Welcome!** You should have already received your employee identification number (EID) and set up your UW NetID, but if you haven't, let your supervisor know right away. This checklist is for permanent staff in the Department of Pediatrics. Please check items off as completed, sign, and return to Pediatrics Human Resources, [pedshr@uw.edu](mailto:pedshr@uw.edu).

### Act:

#### Individually:

- Complete Workday Onboarding tasks in your [Workday](https://employeehelp.workday.uw.edu/) inbox: <https://employeehelp.workday.uw.edu/>
  - Please act on tasks promptly if they arrive in your inbox; i.e. *I9 Paperwork, Direct Deposit, UW Net ID, Directory Listing, Affirmative Action Data Form, etc.*
  - *\*Connect with your HR Specialist for specific directions regarding your i9 verification which must be completed in person*
- Select health and retirement elections within 31 days of start date: <https://employeehelp.workday.uw.edu/your-benefits/newly-eligible/>
- Complete [Privacy, Confidentiality, and Information Security Agreement](#) and send the signed copy to [pedshr@uw.edu](mailto:pedshr@uw.edu)  
**\*\*May also be returned via DocuSign\*\***
- Review the School of Medicine's Policy on Professional Conduct: <https://www.uwmedicine.org/about/policy-on-professional-conduct>
- Complete the Following UW Medicine Trainings: (by logging into the [UW Medicine Learning Hub](#))** Please log in with your UW NetID and password: search for the trainings in the top right search bar of your Learner Dashboard. After completion, you can obtain your certificate by navigating to your Training Transcript. Click on the hyperlink for the completed training. Click "Diploma" under "More Actions" and you will have the option to print or export to PDF.
  - 2025 Staff Refresher Training
  - 2025 Advancing Equity, Diversity and Inclusion Training
  - 2025 Workplace Violence Prevention Training
  - 2025 General Compliance
  - 2025 Protecting Patient Information (HIPAA) Training
- Complete the Following UW Medicine Trainings: (by clicking on the individual links below)**
  - [Reporting Suspected Child Abuse](#)
  - [Husky Prevention & Response \(Title IX\)](#)
  - [Asbestos General Awareness Online Training](#)
  - [Hazing Prevention](#)
- Sign up for UWALERT: [uw.edu/safety/alert](http://uw.edu/safety/alert)
- Sign up for the Pediatrics Newsletter (Please use your UW or SCH email address): <https://mailchi.mp/uw/pedsnews-newsletter-signup>

#### With Your Manager:

- Create your voicemail account:
  - UW deployed staff: [itconnect.uw.edu/connect/phones/avst-voicemail](http://itconnect.uw.edu/connect/phones/avst-voicemail)
  - SCH deployed staff: [http://child.childrens.sea.kids/People\\_and\\_Places/Departments/Telecom/Cisco\\_Voicemail\\_FAQs/](http://child.childrens.sea.kids/People_and_Places/Departments/Telecom/Cisco_Voicemail_FAQs/)

## Attend:

- Pediatrics Department Orientation with the PEDS HR Team

## Review:

### *Individually:*

- Your personal information in Workday: <https://employeehelp.workday.uw.edu/using-workday/managing-your-personal-and-work-information/>
- Your unit's health and safety procedures and evacuation information
- UW's technology use, access, and policies: [itconnect.uw.edu/work/appropriate-use](https://itconnect.uw.edu/work/appropriate-use)
- Inclement weather procedures/policies: [hr.uw.edu/policies/inclement-weather/](https://hr.uw.edu/policies/inclement-weather/)
- Suspended operations: <https://hr.uw.edu/policies/suspended-operations/>
- Family and Medical Leave Act (FMLA) overview: <https://hr.uw.edu/ops/leaves/fmla/overview/>
- Disability accommodations: [http://hr.uw.edu/policies/disability-accommodation/](https://hr.uw.edu/policies/disability-accommodation/)
- UW Nondiscrimination and Affirmative Action Policy: [ap.washington.edu/eoaa/](https://ap.washington.edu/eoaa/)
- UW Guide to Ethics Policies: [f2.washington.edu/audit/ethics-guide](https://f2.washington.edu/audit/ethics-guide)
- Complaint resolution: <https://hr.uw.edu/policies/complaint-resolution/>
- School of Medicine's Policy on Professional Conduct: <https://www.uwmedicine.org/about/policy-on-professional-conduct>
- [Workday basic trainings](#)

### *With Your Manager:*

- Your job duties, performance expectations, and performance appraisals
- Your work schedule, time reporting, and time-off information in Workday: <https://employeehelp.workday.uw.edu/your-time-absence/time-off/>
- Sign and email [Telework plan agreement form](#) (hybrid/occasional or 100% remote) to [pedshr@uw.edu](mailto:pedshr@uw.edu)
- Central Admin staff **ONLY**: Phone Service Request: submit a ticket via [Service Now](#) or call IT at 206.987.1111.
- Once completed email Facilities Operations Manager [nmacleod@uw.edu](mailto:nmacleod@uw.edu). Strategic Ops + Finance Manger to update Central contact List + GME via Teams.  
Your unit's time-off and attendance procedures
- Your unit's building use and access/security
- Your unit's organizational chart

## Remember:

- To add or make changes to the UW Directory, select Identity.UW in your worker profile in Workday or go directly to the website: <https://identity.uw.edu/>
- Enroll in insurance within the first 30 days of employment

## Ask:

- Need additional help with Workday? Contact your unit or the Employee Workday Help at <https://employeehelp.workday.uw.edu/contact-us/netid/> UW Tower, Floor O-2. You may also contact [hrhelp@uw.edu](mailto:hrhelp@uw.edu) for questions unrelated to payroll or benefits

- UW Department of Pediatrics Human Resources: [pedshr@uw.edu](mailto:pedshr@uw.edu)

***I certify that I have completed the required forms and trainings above and have sent the signed Privacy, Confidentiality, and Information Security Agreement and Policy on Professional Conduct to Box 354905  
I will complete online HIPAA training if applicable within 30 days of my hire.***

_____	_____	_____
Employee Name	Signature	Date
_____	_____	_____
Supervisor Name	Signature	Date

*For Pediatrics HR Completion:*

- This employee has completed all UW Required Training
  - Dates:

**PLEASE REMEMBER TO SEND THE ORIGINAL COPIES OF THE FOLLOWING TO [PEDSHR@UW.EDU](mailto:PEDSHR@UW.EDU) (listed under Act):**

- **SIGNED PRIVACY, CONFIDENTIALITY, AND INFORMATION SECURITY AGREEMENT**
- **SIGNED TELEWORK AGREEMENT**
- **UW REQUIRED TRAININGS PROOF OF COMPLETION**

**\*\* These may also be returned via DocuSign**